



411th BSB
Environmental Management System's
Cross Functional Team
27 February 2004
Meeting Summary

We began the meeting with an introduction from Major Capps emphasizing the BSB's commitment to the development and implementation of an Environmental Management System (EMS) at the 411th in Heidelberg, Germany. He emphasized that the use of an EMS will allow our environmental stewardship efforts to focus more on mission priorities and readiness issues while maintaining required compliance status.

An introduction to the EMS concept was then provided by the EMS Coordinators (Ms. Kimmerly and Ms. Osborne-Flesch) summarizing:

- the requirements for an EMS;
- its basic components and elements;
- the shift in focus, and current status and strategy of EMS in the Army;
- the benefits of using an EMS; and,
- DoD/Army EMS strategy and timeline.

A copy of the Draft Implementation Plan and the BSB's Command EMS Policy Statement was provided to each attendee for review; comments on these documents was requested by 03 March 2004. The comments and suggestions for improvement provided by the attendees will be incorporated into the documents and will be presented to the Environmental Quality Control Committee on 04 March 2004 for Command approval.

Each attendee was presented a Cross Functional Team Manual with the following information:

- 1) A CD with electronic versions of:
 - the instructional slide presentation and notes;
 - Executive Order 13148 and the DOD/Army and BSB policy statements and memorandums requiring the implementation of an EMS at all appropriate facilities;



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- a link to the DENIX Army EMS website;
 - The latest version of the Army Documents for Commander and Implementer's Guidance on EMS development and implementation;
 - A copy of the ISO 14000 Standards; and,
 - A copy of the BSB Gap Analysis.

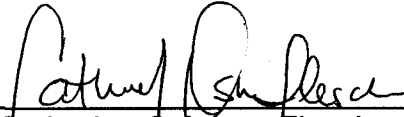
2) Hardcopies of:

- Agenda;
- the instructional slide presentation;
- Draft Implementation Plan;
- the 411th BSB Command Environmental Policy Statement; and,
- a copy of the U.S. Army Environmental Management System Implementer's Guide.

In addition, business cards and Points of Contact information for the EMS Coordinators was provided in the front sleeve of the Manual.

At the end of the meeting, the CFT members decided to hold the monthly recurring meetings on the last Wednesday of each month at 1300 (31 Mar 2004; 28 April 2004; 26 May 2004; 30 June 2004; 28 July 2004, etc.). The location of the future meetings will be announced once determined.

A picture of the 411th BSB's CFT members was taken and will be presented to the Commanders at the next EQCC (04 March 2004 at 1330 in the Ballroom of the Village Pavilion, PHV) to which a general invitation was extended to all members of the CFT.


Catherine Osborne-Flesch
411th BSB DPW EMO
EMS Co-Coordinator

DISTRIBUTION:

Cross Functional Team Members
MAJ Capps, 411th BSB DPW
Mr. Taylor, 411th BSB DPW
Mr. Graves, 411th BSB
LTC Vanderpot, 411th BSB